

# **IDF-200S/SW**









## **Web-based Color Touch-screen Biometric Access Control/Time & Attendance Terminal**

### **User Manual**



V3.3.7  
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## Product features:

- ARM 9 405MHz CPU; communication speed 100MB.
- Windows CE 6.0 operating system, built-in web server, FTP server & SQL server.
- 3.5-inch color touchscreen LCD.
- Each terminal has a built-in web-based software for small application while we also provide a free central management web-based software(ASP.NET + SQL Express) for control & manage multiple terminals in a network.
- Can use either a terminal or a PC as the server for synchronizing all the connected slave terminals.
- TCP/IP interfaced. LAN / WAN / WLAN(IDF-200SW) supported.
- Daylight Saving Time setting.
- [Auto reconciliation of user & fingerprint accounts among multiple terminals in network.](#)
- 64MB RAM + 1GB Micro SD.
- Optical fingerprint reader + 125KHz card reader + Mifare 13.56MHz card reader.
- Can store 9,500 fingerprints(2 fingerprints each user), 30,000 cards and 250,000 events.
- 50 programmable bell ring times (through web browser). Music ring file(.wav) is changeable via FTP.

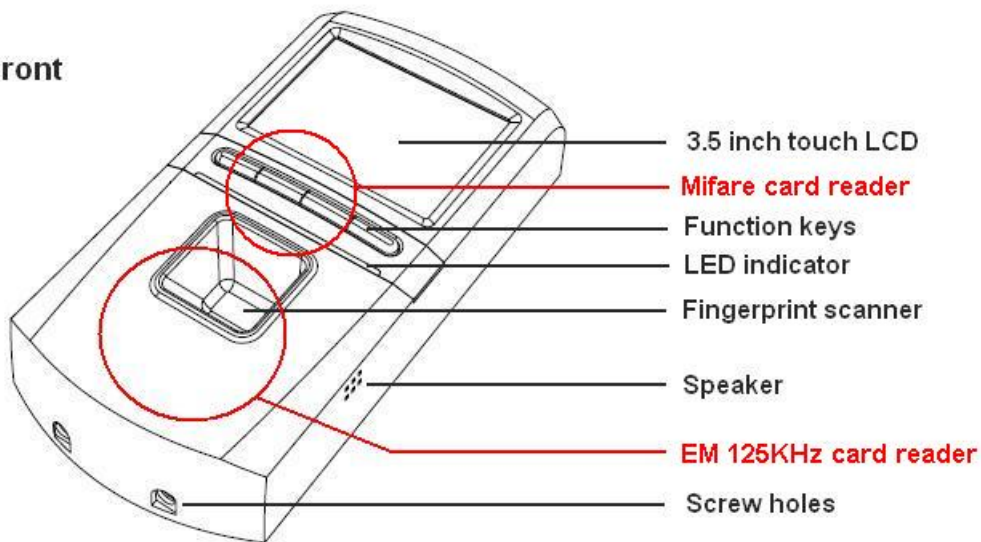
## II. Specifications:

RF Card Reader	EM125KHz + Mifare 13.56MHz(Read & Write)
Fingerprint Scanner	Optical; 1:N Authentication
Input	2 Sensor(Push Button, Door Sensor)
Output	2 Relays(Door Lock, Alarm or Door Bell) & 1 Wiegand 26-bit output.
Indicator	3.5-inch color TFT Touch LCD
Key	Virtual keyboard on Touch LCD
Beep Tone	Buzzer
Events Memory	250,000 events

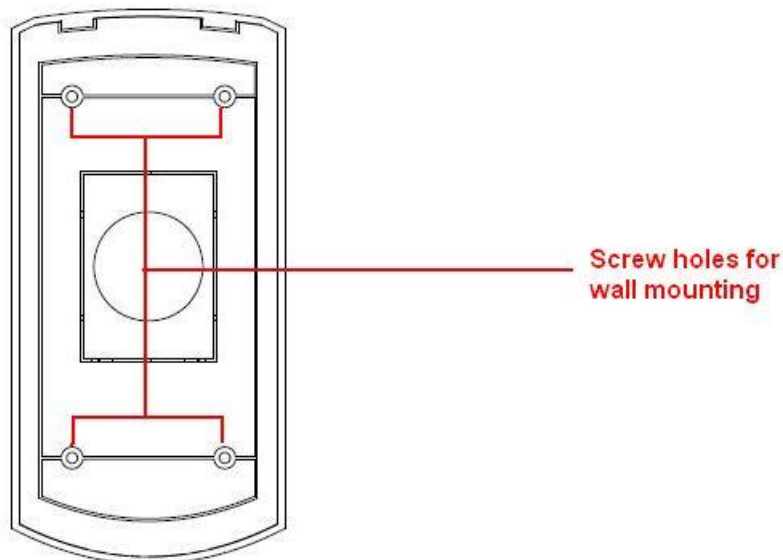
Fingerprint Storage	9,500 fingerprints
Card Storage	30,000 cards
Comm. Interface	TCP/IP( LAN / WAN / WLAN)
Slave Reader Interface	Wiegand
Card Reading Range	5 CM
Power In	DC12V1A
Power Consumption	3W(max.)
Operating Temperature	0 ~ 50°C / 32 ~ 122°F
Operating Humidity	20 ~ 95%(non-condensing)
Measurements	72*203*39 mm
Weight	500 g

### III. Exterior

Front



Back



### IV. Basic Settings

#### Menu chart:

Remark: Go to only letters in BLUE for fast setup.

Enter Menu: Press <MENU> icon(password required if Menu Password is enabled). System will return to standby mode after 3 min. if no operation.



#### Clock

Manual time: Select Time Zone(UTC) > Click Apply > Set Date & Time.

Auto time: Tick the Auto Time check box > fill out IP address of a preferred time server > click Apply.



## Users

Add/Delete/Modify user information including User ID, Card numbers(Card numbers are used for identifying users and their enrolled fingerprints. It can be the number of an actual RF card, or you may make up a number for a user who is requested to use fingerprint only.), User Names, Access PIN(default: 888888), User Group(if set as group 13 the user will be allowed to click the keyboard icon on the bottom of IDF-200S main screen to pop up the keyboard and enter its card number to open the door without reading its card or fingerprint), & User Validity. A much faster and more convenient way for User management is through your IDF-200S' Self-contained or PC-end web-interfaced software (for details please refer to p.9 & 14).



## System

- **Network** — for setting IP address, Sub-net Mask, Gateway & DHCP on/off while using Ethernet cable. Once completed click [Apply] to save settings.
- **Record Option** — for selecting required records & relevant rules:
  - In Record — In / Clock In records of registered users.
  - Out Record — Out / Clock Out records of registered users.
  - Event Record — including all records other than the above two, such as records of unregistered users, alarm, open-button, door open from software, etc.
  - Record Cycle — if enabled, new records will overwrite old records when IDF-200S memory is full.
  - Unduplicate — once enabled IDF-200S will stop recording the same card or fingerprint reading in the set interval(inMinute).
- **5 Digit** — this is a special feature designed for those who require the card reader to decode only 5 digits of a card number. Ignore this if you are not sure about what this is!
- **Tamper Switch** — if enabled, IDF-200S will alarm in case of vicious destruction.
- **Calibration** — used for re-calibrate touch screen if touch point found imprecise. Steps to do:
  1. Click [Re-calibrate].
  2. A positioning cross will appear sequentially 5 times. Press on the centers of these crosses using your finger tip or a stylus precisely until you finish all the 5 crosses. Double-click on the blank screen to complete the procedure.
- **Beep Hints** — for enable/disable sound for the following:
  1. Key
  2. Music Ring
  3. Hints
- **Menu Password** — for setting a password for entering [System Maintenance]. Steps to do:
  1. Old PIN: input old password(leave it blank if there is not).
  2. New PIN: enter a new password(max. 6 digits).
  3. New PIN Again: enter the new password again.
  4. Click [Apply] to save setting.
- **Security Level** — for adjusting strictness of fingerprint verification. There are totally 5 levels. The higher the figure is the stricter the verification will be(level 1 is recommended).
- **Volume** — for adjusting the speaker volume(totally 6 scales & the Mute option).
- **HTTP & TCP Port** — for assigning IDF-200S HTTP & TCP port.
- **System Maintenance**
  1. Initialize System: Delete “everything”, including all user information, users' enrolled fingerprints, attendance records & reset to factory defaults.

2. Delete Users & Finger: Delete all users & their enrolled fingerprints but keep all other settings.
3. Delete All Fingerprints: Delete all enrolled fingerprints but keep all users and other settings.
4. Delete Transactions: Delete all attendance & event records.
5. Reboot Device: for rebooting IDF-200S.
6. Database & Fingerprints restore: Your terminal system can back up database & enrolled fingerprints to the internal Micro SD card every day at the time that you have preset so that in case of data getting lost due to any hardware issue you will be able to restore the database and fingerprints copy on the repaired or a spare terminal.
7. Restore from Server: Your terminal system can back up database & enrolled fingerprints to a designated FTP directory every day at the time that you have preset so that in case of data getting lost due to any hardware issue you will be able to restore the database and fingerprints copy on the repaired or a spare terminal. For detail of how to set the FTP data backup please refer to [System Setting] in page 17.

■ Database Backup(to internal Micro SD card) — for enable/disable the function of auto database backup from system memory to the internal Micro SD card every day at the time that you set.



## Door

■ ☐ Contr Mode — this function currently does not apply to model IDF-200S.

■ Entry Type(authentication) — provides 6 different combinations of user identification:

1. Card only.
2. PIN only(default PIN: 888888. Changeable at [Users]).
3. Card & PIN.
4. FP only(fingerprint only).
5. FP & Card.
6. FP or Card(either of two will be accepted).

■ Sensor Type: Type of sensors connected to IDF-200S(Normally Open/Normally Close).

■ Button Type: Door-open button type(Normally Open/Normally Close).

■ First Card Open: This is a special feature that once activated, in the access-allowed periods of selected [User Group], the door will be kept unlocked since the 1<sup>st</sup> reading of a registered card/fingerprint until the period ends(door auto lock up then). This function currently does not apply to IDF-200S.

■ Open Time: Door unlock duration after each reading of a registered card/fingerprint(default: 5 seconds).

■ Close Time: the interval from the door being unlocked until the door sensor starting detecting whether the door is closed properly(default: 30 seconds). IDF-200S will alert if the door detected not closed.

■ Access PIN: for setting a common(applies to all registered users) door-open password(referring to [Entry Type] described in p.6).



## IO Port(DI/DO)

■ Relay 1: for assigning for connecting a Lock, Bell, Alarm, Illegal or Null.

■ Relay 2: for assigning for connecting a Lock, Bell, Alarm, Illegal or Null.

■ WG In: if a Wiegand-interfaced card reader is applied as an external reader you may define it

as for In or Out here.

- Self Reader: for assigning IDF-200S's built-in card readers(both 125KHz & 13.56MHz) as for In or Out. This setting will be necessary only when a Wiegand-interfaced external card reader is applied to IDF-200S for reading cards on different card readers at either side of a door.
- Self FP: for assigning IDF-200S's built-in fingerprint reader as for In or Out.
- WG Out: for connecting IDF-200S to other host controller(IDF-200S simply works as a data collection unit).



## Language

For selecting Display language. Available languages include English(default), Chinese, Italian, Spanish, Portuguese, Tai.



## Work Mode

For selecting AC(Access Control) / TA(Time & Attendance)  
Remark 1



## Finger

For enrolling fingerprints of registered users. Each registered user is allowed to enroll 2 different fingerprints. Steps to do:

1. Input the user's Card Number.
2. Click[Enroll Fingerprint] or [Delete Fingerprint].
3. When [Enroll Fingerprint] is clicked, red backlight of the fingerprint sensor on > put your finger on > red backlight off > take your finger off scanner > red backlight on again > put finger on again > red backlight off again > 1<sup>st</sup> fingerprint enrollment completed > repeat the same procedure for enrolling the 2<sup>nd</sup> fingerprint if necessary.

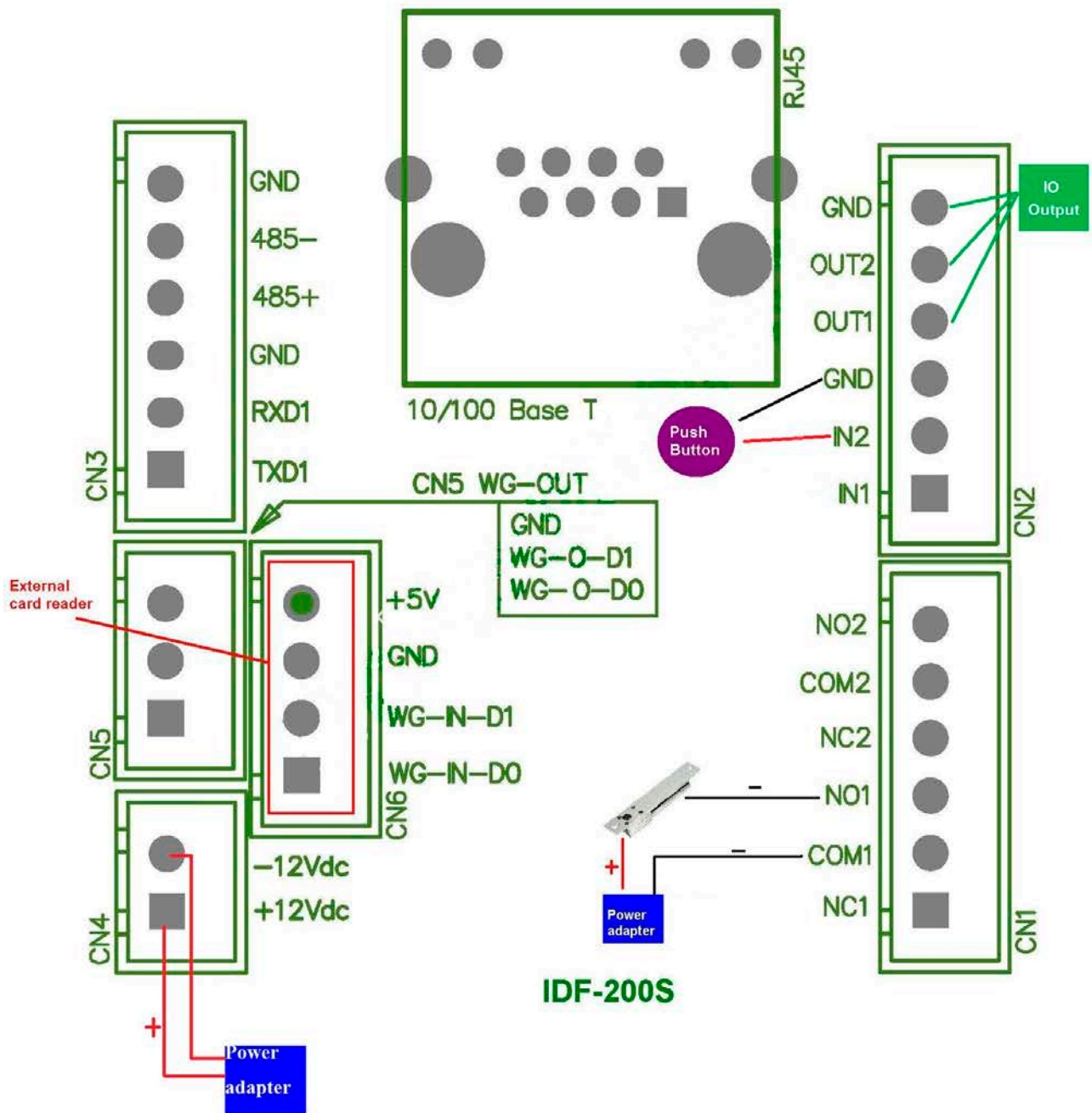
### Remark 1:

The two more features while under TA mode against AC mode:

1. After reading a card or fingerprint both IN and OUT buttons will pop up for selection. An IN record's transaction type will be recorded as 161 while an OUT record as 162.
2. JOB button: before reading a card or fingerprint, users are allowed to click on the JOB button and then input a code(from 1 to 9) through the pop-up keyboard. These input figures(Job Codes) can be used to identify specific Job Types, which is greatly utilized in Time & Attendance & Payroll software. All Kizone models' built-in web-interfaced Time & Attendance software(in calculating working hours of attended multiple flexible shifts each day) automatically recognizes 1 as an IN & 2 as an OUT record. When you enter 1 and read a card or fingerprint to complete an clocking-IN, clock system will record it's transaction type as 161. And so forth, entering 2 and reading a card or fingerprint to complete an OUT record the transaction type will be 162.
3. VIP button: this links to a pop-up keyboard for users of Use Group 13 to clock-in or clock-out(opening a door also) by simply entering their card numbers without reading their cards or fingerprints. To assign an user to Use Group 13 please go to Menu > Card >.



## V. Pin assignment & Wiring



## VI. IDF-200S Built-in Web-based Time & Attendance Management System

IDF-200's unique Built-in Web-based software is designed for fulfilling easy Time & Attendance management of small businesses(especially for stand-alone usage and employee numbers is under 30). It allows a system manager to manipulate it simply through a Web Browser such as Microsoft Internet Explorer! Please setup the system accordingly following below steps:

Log onto an IDF-200S' built-in web application.

Method 1:

Connect your IDF-200 clock to Ethernet and the device will get an IP address for itself. Enter Menu on the color touch-screen > System > NetWork and write down the device IP address you see. Go to any computer which is in the same network with your IDF-200 terminal, open web browser(ex. Microsoft Internet Explorer) and enter IP address following http:// and followed by "/login.asp"(ie. http://192.168.123.105/login.asp) and press [Enter] key to enter the system log-on page. Enter the default user "ADMIN", leave the password blank, and click [Login] to enter the main page.

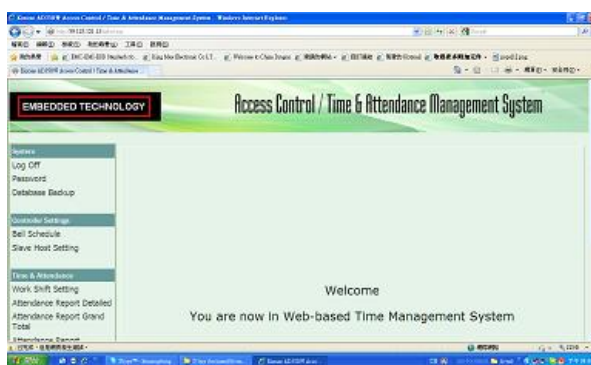
Method 2(for setting a designate IP address):

Enter Menu on the color touch-screen > System > and complete IP address, Subnet Mask, Gateway settings accordingly and disable DHCP. Connect your IDF-200 clock to Ethernet(LAN), go to any computer which is in the same network with your IDF-200 terminal, open web browser(ex. Microsoft Internet Explorer) and enter IP address following "http://" and followed by "/login.asp"(ie. http://192.168.123.105/login.asp) and press [Enter] key to enter the system log-on page. Enter the default password "admin" and click [Login] to enter the main page.

Remark: For WiFi version(IDF-200SW), the settings are at Menu > System > WIFI SET and Menu > System > WIFI IP



Login page



Main page

### Set login password

For changing the default web login password.

1. Click on [Admin Password] in the left menu to enter the setting page.
2. Enter the new password and click [Save] to confirm the change.

### Database Backup(External database backup)

For copying your IDF-200 database to your computer.

1. Click on [Database Backup] in the left menu.
2. IDF-200 database consists of two files, KATS.SDF & DISTR.SDF. Simply click on each file to download it to a favorite directory in your computer so that they can be applied in case of a hardware issue with your IDF-200S/SW.

System	<h2>Database Backup</h2>  KATS DISTR
Log Off	
Password	
Database Backup	
Controller Settings	
Bell Schedule	
Slave Host Setting	
WiFi Setup	

### System Setting

Click on [System Setting] in the left menu and you will find 3 settings:

1. Select the Date format that you want to apply to all attendance reports.
2. Enable or disable the Leave Setting function.
3. Set the storage roof of Default Database(currently used by system) to maintain high system efficiency.  
Soft Limit: system will emit a reminder when records accumulate to the soft limit.  
Hard Limit: system will force user to run [Transactions Delete] when records accumulate to the hard limit.

### System Setting

Date Format	YYYY/MM/DD
Leave Setting	<input checked="" type="checkbox"/> Enable
Max Records of Transaction	Soft Limits 10000
	Hard Limits 15000
SAVE	

### Clone Database(Internal database backup)

Backup database in IDF-200S/SW' own memory(Micro SD card). [Clone Database] can be taken any time you feel necessary or every time before you run [Transactions Delete]. You may also switch to use a Clone Database as the Default Database for browsing earlier data or generating earlier attendance reports any time.

### Clone Database & Change Default Database

Current Main Database									
Current database	KATS.SDF								
File size	1151 KB								
Last Modified	2013/11/04 15:08:06								
Record count	Transactions	0			( ~ )				
	User	11							
Clone DB	Clone current database to a backup file Note : <input type="text"/>								
Note : Please add a note on the textbox when you ready to clone (backup) the database.									
Backup Files List									
File Name	Created Time	TranDate Begin	TranDate End	Tran RecordCount	Last Time to be CurrentDB	Note	Is CurrentDB	Parent File ID	Remove Backup
KATS	2013/10/15 16:57:57				2013/11/04 12:32:12	Native Main Database	True	0	
KATS_20131104121541	2013/11/04 12:15:42	1900/01/01	1900/01/01	0	2013/11/04 12:16:01	Clone DB 131104	False	0	✗

### Attendance Report (Detailed) – for fixed shifts users

For generating detailed employee attendance reports.

1. Click on [Attendance Report Detailed] in the left menu.
2. Select a searching criterion(by User, Department or All employee).
3. Set the query timeframe(yyyy/mm/dd ~ yyyy/mm/dd). Leave the timeframe blank for searching all time.
4. Click the [Query] button to generate the report. You may also click [Print] to print the report or export the report in .csv, .txt and .xls.

### Attendance Report (Total) – for fixed shifts users

For generating attendance summary(accumulated worked hours).

1. Click [Attendance Report Total] in the left menu.
2. Select searching criterion(by User, Department or All employee).
3. Set the query timeframe(yyyy/mm/dd ~ yyyy/mm/dd). Leave the timeframe blank for searching all time.
4. Click the [Query] button to generate the report. You may also click [Print] to print the report or export the report in .csv, .txt and .xls.

### Attendance Report (Multi Work Shift) – for multiple flexible shifts users

This function is for calculating work hour sum of employees who are requested to attend more than one flexible shifts a day. Work hour sum can be calculated and displayed by each single shift, each day or selected date range. To apply this function the clock(IDF-200 series) needs to be switch from Access Control to Time & Attendance mode and employees are requested to press 1 for a clock-in and 2 for a clock-out before they scan their fingerprints or read their proximity badges.

1. Click [Attendance Report (Multi Work Shift)] in the left menu.
2. Select users(by User, Department or All employee).
3. Set the query date range(yyyy/mm/dd ~ yyyy/mm/dd). Leave the columns blank for searching all time.
4. Select report type(by work shift, daily sum or sum of selected date range).
5. Click the [Query] button to generate the report.

### Transactions

For browsing or exporting attendance records.

1. Click [Transactions] in the left menu.
2. Click [Add New] directly to generate a new record manually→select a Card ID(Employee)→enter date & time for that record(format: yyyy/mm/dd hh:mm:ss)→click [Save] to confirm or [Cancel] to abort.
3. Set searching criteria and click [Search] to browse current records stored in the clock database.
4. Click the [Query] button to generate the report. You may also click [Print] to print the report or export the report in .csv, .txt and .xls.

### Transactions Delete

For deleting Transactions(access/attendance records) to reduce database size.

1. Click [Transactions Delete] in the left menu.
2. Select date range and press DELETE button to clear access/attendance logs.

## Transactions Delete

Delete Records	
Transaction Time	<input checked="" type="radio"/> All transaction records except last <input type="text" value="2"/> month
	<input type="radio"/> Date range <input type="text"/> ~ <input type="text"/> Date Format : ~
	<input type="radio"/> All Transactions Records
Backup database	<input type="checkbox"/> Perform internal database backup before deleting

DELETE

### Job Code Setting

For defining reasons of punches(only valid in Time Attendance mode under which each user may enter a code from 1~9 before scanning a card or fingerprint).

1. Click [Job Code Setting] in the left menu.
2. Click ADD NEW to enter the setting page.
3. Enter a Job Code and its status definition and click Save.

### Set Bell Schedule

For programming 50 sets of bell activation schedule.

1. Click on [Bell Schedule] in the left menu to enter the bell schedule list.
2. Click on the [Bell Schedule No.] directly to enter the setting page.

3. Tick the [Enabled] check box, fill out the [Ring Time] and [Duration], and set the [Weekly Schedule].
4. Click [Save] to confirm change or [Cancel] to abort.

### Slave Host Setting

If you have multiple IDF-200FP terminals in a network, you may designate one of them as a Master terminal. All the users and fingerprints registered to the Master terminal will be reconciled to all the Slave terminals and all the clocking In & Out records on the Slaves will be collected to the Master in real time.

1. Click on [Slave Host Setting] in the left menu to enter the Slave terminal list.
2. Click on a Slave terminal ID(1~30) to enter the detailed setting form.
3. Enable the Slave terminal, enter the IP address it applies and give the terminal a name.
4. Click [Save] to confirm or [Cancel] to discard.

**Notice:** Please leave the same form on all the Slave terminals blank.

### PC Server Info

For editing server information when KATES central management software(PC) is used as SERVER for managing all the IDF-200S CLIENTS in the network (**KATES/PC can also work as CLIENT and IDF-200S as SERVER. In case of this “do not” enable this setting!**).

1. Enter the IP of the server PC.
2. Keep the server port 9008 unchanged.
3. Tick to enable this setting.
4. Give this IDF-200S an ID.
5. Click [SAVE].

Server IP		59.125.xxx.xxx
Server Port		9008
Sync Enable		<input checked="" type="checkbox"/> Enable
DevID		1

SAVE CANCEL

### Leave Setting

**Notice:**

1. To activate this function you'll need to enable Leave Setting in System Setting( p.11).
2. Once this function is activated, all attendance reports calculation will ignore all settings that you've done in Holiday Setting(p.14).

For appending different types of leaves.

1. Click[ADD NEW].
2. Enter Leave No/ID and Leave Name and click [SAVE].

Leave ID	Leave Name
0	Earned leave
1	Sick leave

Total Record Count : 2

ADD NEW

### Insert Leaves

For inserting leaves for users/employees. You are allowed to insert 3 leaves a day at most.

1. Click [ADD NEW].
2. Select user/employee, date, leave, enter hours and note and click [SAVE].

### Insert Leaves

Department Name	User ID	User Name	Date	Type (1)	Hrs (1)	Type (2)	Hrs (2)
Administration	001	Jeff Lauren	2014/03/27	Earned leave	8	Earned leave	0

Total Record Count : 1

ADD NEW

### Add / Modify Leaves

User	001 : Jeff Lauren ▾		
Date	2014/03/27 (YYYY/MM/DD)		
Leave 1	Earned leave ▾	8	Hrs
Leave 2	Earned leave ▾		Hrs
Leave 3	Earned leave ▾		Hrs
Note			
<div>SAVE</div> <div>CANCEL</div> <div>DELETE</div>			

### Work Shift Setting

For generating employee work shifts.

1. Click on [Work Shift Setting] in the left menu to enter the work shift list.
2. Click on an existing shift code to modify the details or click [Add New] to append a new work shift.
3. Enter Shift Code, Shift Name, Start Time, End Time and Auto Deduct Break time. Tick the Default Work Shift check box if necessary.
4. Click [save] to confirm, [Cancel] to abort or [Delete] to delete an existing work shift.

**Notice:** A Cross-day shift spanning two days is allowed only when it's followed by another Cross-day shift or a Holiday.

### Add / Modify Work Shift

Shift Code	GN (Max. 5 digits)		
Shift Name	General shift		
Start Time	9 : 0 (hh:mm / ex: 08:30 or 09:00)		
	<input checked="" type="radio"/> End Time 18 : 0 <input type="radio"/> Next Day 1 : 0		
Auto deduct break	60 (Minute)		
Default Work Shift	<input checked="" type="checkbox"/> Default WorkShift <b>Notice: Please set at least one default work shift.</b>		
Tolerance	10 (Minute)		
<div>SAVE</div> <div>CANCEL</div> <div>DELETE</div>			

### Holiday Setting

For appending holidays in the year.

1. Click [ADD NEW].
2. Select Date and enter description(holiday name) and click [SAVE].



## Holiday Setting

Date	Description
01/01	New Year
01/02	New Year
07/04	Independence Day
Total Record : 3	

Add New

### Department

For browsing, modifying and generating departments.

1. Click [Department] in the left menu to browse the current departments list.
2. Click the Department ID directly to get the detail→enter a new Department ID→click [save] to confirm or [Cancel] to abort.
3. Click [Add New]→enter Department ID→enter Department Name→click [save] to confirm or [Cancel] to abort.

### User

For browsing/modifying/deleting/adding users(employees).

1. Click [User] in the left menu to browse current users.
2. Click on User ID directly for modifying details of or deleting the user.
3. Click [Add New] to enroll a new user. Enter User ID→enter User Name→assign a department for the user→enter the Card No. if a proximity card will be used(for those users who are using Fingerprints only please also enter virtual Card No. ie. 0001, 0002, 0003, etc.)→click [save] to confirm or [Cancel] to abort.

**Notice:** All enrolled users will have door access right if IDF-200 is applied for door control.

## Add / Modify User

User ID	<input type="text" value="001"/>	(Max. 30 digits)
User Name	<input type="text" value="Jeff Lau"/>	(Max. 32 digits)
Department	<input type="text" value="D001 - Department of Administr"/>	
Card/Fingerprint No.	<input type="text" value="0000000001"/>	(Max. 10 digits)
Allow Access Time Start	<input type="text" value="0"/> : <input type="text" value="0"/>	
Allow Time Access End	<input type="text" value="23"/> : <input type="text" value="59"/>	
User Password	<input type="text"/>	
Email	<input type="text"/>	
Mobile Phone	<input type="text"/>	
<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/> <input type="button" value="DELETE"/> <input type="button" value="FORCE DELETE"/>		

### User Weekly Shift

For programming weekly shift schedules for each user.

1. Click [User Weekly Shift] in the left menu.
2. Select an user→select an work shift for each week day and weekend→click [Save] to confirm.

**Notice:**

1. The work shift choices contains a built-in shift named "Holiday".
2. When it's necessary to set an overnight shift(cross-day shift), both the current day and the next day need to be set as overnight shift!

## User Weekly Shift

User	001 - Jeff Lau
Sun	HOLI
Mon	GN
Tue	GN
Wed	GN
Thu	GN
Fri	GN
Sat	HOLI
Notice: System needs at least one "Default" work shift to run this form.	
<input type="button" value="SAVE"/>	

### System Setting - Late/Absence E-mail Notice

E-mailing system administrator an employee Late/Absence report after 30 minutes since assigned work shifts start every day.

1. Make sure you have assigned a valid e-mail account for the system supervisor:

**System**

Log Off

Change Password

**Supervisor Management**

Database Backup

System Setting

Clone Database

System Utility

**Time & Attendance**

Attendance Report Detailed

Attendance Report Grand Total

Attendance Report (Multi Flex Shift)

Transactions

RealTime Transactions

## Add / Modify Supervisor

Supervisor ID	ADMIN	(Max. 30 digits)
Supervisor Name	Administrator	(Max. 32 digits)
Login Password	152823	
Email	jack.smith@xxx.com	
Mobile Phone		
Account InActive	<input type="checkbox"/> Disable this account	
<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/> <input type="button" value="DELETE"/>		

2. Click to enter [System Setting] → [Late/Absence e-mail notice] → enable Daily Transaction Notification(Late/Absence) → fill in Subject → click SAVE. Your terminal will auto reboot once SAVE button is clicked.

**System**

Log Off

Change Password

Supervisor Management

Database Backup

System Setting

Clone Database

System Utility

**Time & Attendance**

Attendance Report Detailed

Attendance Report Grand Total

Attendance Report (Multi Flex Shift)

Transactions

RealTime Transactions

## Late/Absence e-mail notice

<b>General</b>		
Enable	<input checked="" type="checkbox"/> Enable Daily Transaction Notification (Late/Absence)	
Subject	Late/Absence report	
<b>E-mail receiver(Supervisor)</b>		
Select ID	Name	Email
<input checked="" type="checkbox"/>	ADMIN	Administrator
<input type="button" value="SAVE"/>		

3. Click to enter [System Setting] → [SMTP Setting] → fill in necessary information referring to below example → Click SAVE button.



Home > System > System Setting > SMTP Setting

<b>System</b>	<h2>SMTP Setting</h2>	
Log Off		
Change Password		
Supervisor Management		
Database Backup		
System Setting		
Clone Database		
System Utility		
<b>Time &amp; Attendance</b>		
Attendance Report		
Detailed		
Attendance Report Grand Total		
Attendance Report (Multi Flex Shift)		
Transactions		
RealTime Transactions		
Transactions Delete		
Job Code Setting		
<b>Controller Settings</b>		
Bell Schedule		
Slave Host Setting		
PC Server Info Setting		

<b>Server</b>	
Server Name	mail.xxx.com
Server Port	25 (Default: 25)
<b>Authentication</b>	
Authentication	<input type="checkbox"/> Use SMTP authentication
SMTP Login User	jack.smith
SMTP Login Password	1234567
<b>Sender</b>	
Sender Name	IDF-700
From	IDF700@xxx.com
Reply To	
Character setting	UTF-8 (Default: UTF-8)
<input type="button" value="SAVE"/>	

## System Setting – FTP Setting

Your terminal system can back up database & enrolled fingerprints to a designated FTP directory every day at the time that you have preset so that in case of data getting lost due to any hardware issue you will be able to restore the database and fingerprints copy on the repaired or a spare terminal.

Click to enter [System Setting] → fill in necessary information referring to below screen → click SAVE.

Home > System > System Setting > FTP Setting

<b>System</b>	<h2>FTP Setting</h2>	
Log Off		
Change Password		
Supervisor Management		
Database Backup		
System Setting		
Clone Database		
System Utility		
<b>Time &amp; Attendance</b>		
Attendance Report		
Detailed		
Attendance Report Grand Total		
Attendance Report (Multi Flex Shift)		
Transactions		
RealTime Transactions		
Transactions Delete		
Job Code Setting		

<b>Server</b>	
Server Name	www.kizone.com
Server Port	21 (Default: 21)
Transport Mode	<input type="radio"/> Active mode (PORT) <input checked="" type="radio"/> Passive mode (PASV)
Login User	Jack.smith
Login Password	1234567
Remote Directory	IDF700 backup
Transport Time	23 : 30 (HH:SS)
Enable	<input checked="" type="checkbox"/> Enable
<input type="button" value="SAVE"/>	

## VII. KATES(Super Master) Central Management Software

### Introduction

Recommended to use when you are running multiple time/access terminals in the same network and having more than 30 employees or can generate more than 200 records per day!

The KATES Central Management system is a web-based application software for managing multiple time/access terminals such as model AD-350W, AD-350WFP , IDF-200S & IDF-700 in a network. The software is for installing on a PC which runs Windows operating systems such as XP, Vista & 7(both Home & Professional editions). Super Master main functions include:

1. Maintaining employee accounts (including fingerprints), work shifts, shifts rotation program, slave terminal accounts & attendance reports.

2. Automatically synchronizing all the slave terminals employees & fingerprints from its own database.
3. Collecting enrolled fingerprints & attendance/access logs from all the slave terminals.
4. Calculating attendance & exporting reports (in .txt or .xls).
5. Automatically exporting attendance/access log in custom format to designated directory for being further applied to enterprises' existing payroll or ERP systems(**this feature is under development currently**).
6. Assigning different door access rights to different users(employees).

KATES consists of:

1. Web pages system.
2. *DataSync* service(Performing synchronization between computer and terminals).
3. KATES Database

## How to append access/time terminals

1. Complete the KATES installation on a computer.
2. Complete the installations of all access/time terminals and ensure every terminal has been given an IP address correctly.
3. Log into KATES web. Method: Open web browser such as Internet Explorer. Enter <http://IP> (IP = IP address of the computer on which KATES was installed. Ex. <http://59.125.121.14>).
4. Enter [Slave Terminal Setting] / [Slave Host Setting] to add all the installed terminals. If KATES is installed on a PC which is given with a virtual IP address, all the terminals have to use public static IP addresses. In reverse, **If public IP address is available for the KATES/PC only and all the terminals in the network have to use virtual IP addresses, you may set these terminals as "Push Sync Client" so that they can "find" the KATES/server and exchange data with it**). These appended terminals will then be defined as Slaves which since then will be under the control of the KATES computer(super master) whose tasks include:
  - 4-1. Synchronizing all the Slaves with all users/employees added/deleted on/from itself automatically.
  - 4-2. Collecting fingerprints enrolled from all the Slaves and synchronizing them with all the other Slaves automatically. This makes all users and fingerprints being consistent on each Slave and the KATES computer itself.
  - 4-3. Keeping collecting access/attendance logs from all the Slaves. System manager only needs to log in KATES web to perform all the necessary works involved in data processing.

## Login KATES web system

This requires the IP address of the computer which KATES web pages are installed. Please contact your system administrator or products supplier for detailed information.

---

### **MORE INFO** Private IP & Public IP

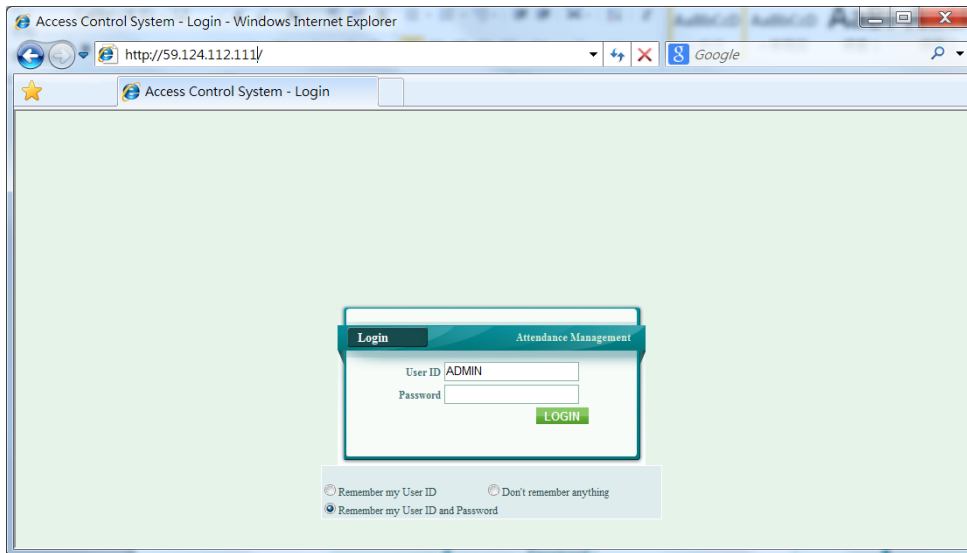
It's almost assigned the private IP to the client computer in most company. The private IP is present with following three IP address range:

10.x.x.x  
 172.16.x.x  
 192.168.x.x

The private IP address can only be accessed in the local network in your organization. It cannot be accessed directly from external. The mechanism of private IP protects your local network against attacks from outside. But it still can set the translation to redirect between outside and local network.

---

Once KATES server is successfully installed, you will be able to open the KATES web system through a web browser on any web-enabled computer.

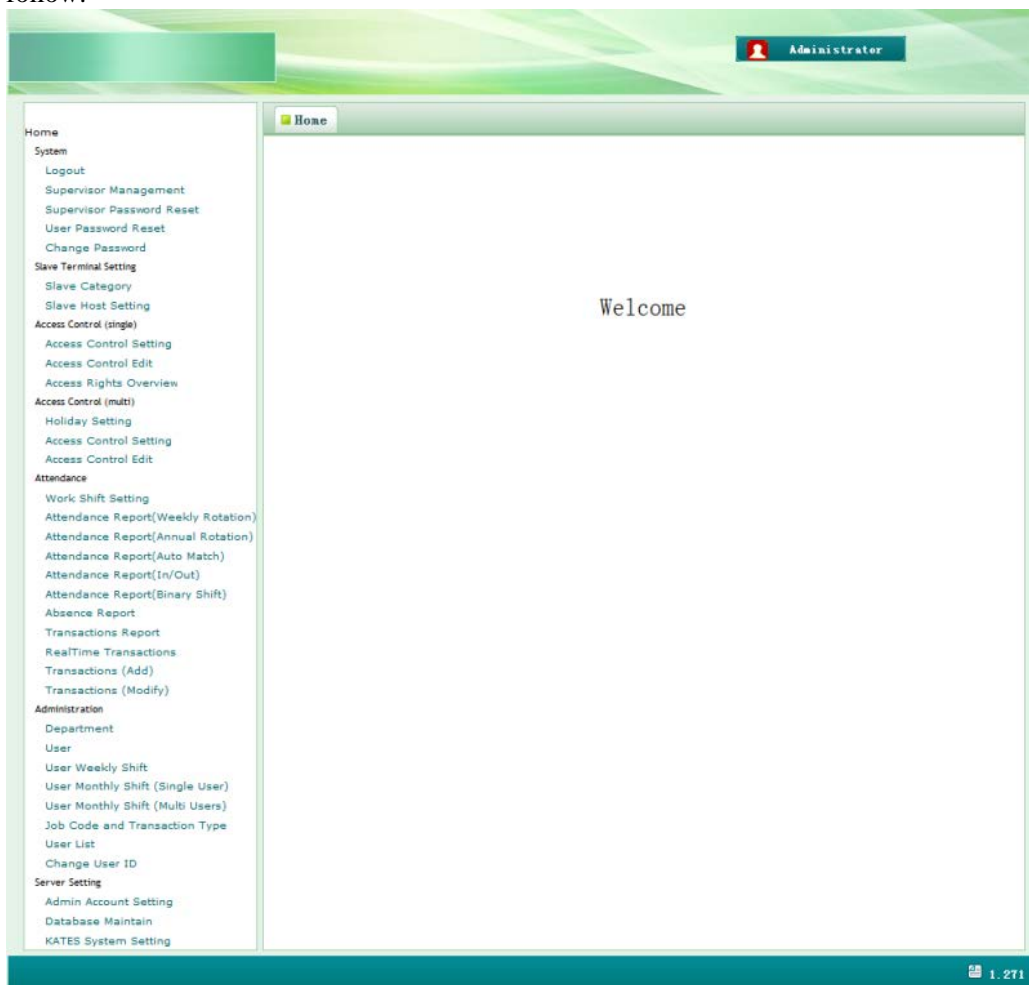


The login page of KATES web system

■ **User ID.**

The default account is “ADMIN” which also owns the highest control authority of the system. Default password is blank and to be set by system administrator.

When a valid User ID and Password is entered, the KATES web system will be redirected to the home page as follow:



**FIGURE** The home page of KATES web system

## Administration

### User Management

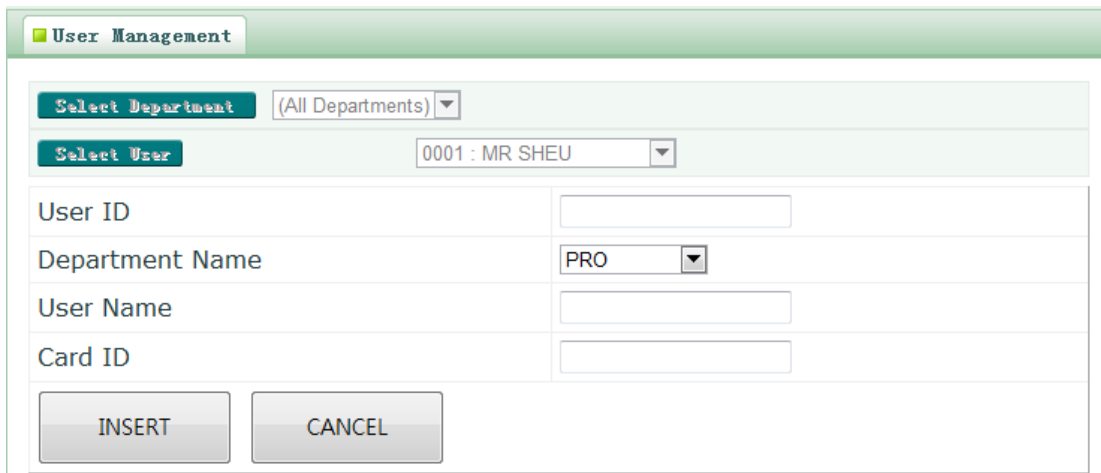
The term *User* in KATES refers to “everyone” who uses and is managed under this time attendance and door access management system. Each *User* needs a *Card ID*, for identification purpose, and can register/enroll 2 *Fingerprints* maximum. Appending *Departments* for classifying *Users* if necessary.

The screenshot shows the 'Department Management' interface. At the top is a green header with a tab labeled 'Department Management'. Below the header is a form with a 'Select Department' button and a dropdown menu showing '1000 : GDO'. The form contains two input fields: 'Department ID' with the value '1000' and 'Department Name' with the value 'GDO'. Below these fields are three buttons: 'EDIT', 'ADD NEW', and 'DELETE'. At the bottom of the form is a pagination bar with buttons for pages 1 through 10 and an ellipsis button.

**FIGURE** The feature of *Department Management*

The screenshot shows the 'User Management' interface. At the top is a green header with a tab labeled 'User Management'. Below the header is a form with a 'Select Department' button and a dropdown menu showing '(All Departments)'. Below that is a 'Select User' button and a dropdown menu showing '0001 : MR SHEU'. The form contains several input fields: 'SID' with the value '1373', 'User ID' with the value '0001', 'Department Name' with the value 'GDO', 'User Name' with the value 'MR SHEU', 'Card ID' with the value '0000000001', and 'Inactive' with an unchecked checkbox. Below these fields are four buttons: 'EDIT', 'ADD NEW', 'DELETE', and 'FORCE DELETE' (which is highlighted in red). Below these buttons are three more buttons: 'DELETE ALL FP', 'DELETE FP1', and 'DELETE FP2'. At the bottom of the form is a pagination bar with buttons for pages 1 through 10 and an ellipsis button.

**FIGURE** The feature of *User Management*  
Click **ADD NEW** to append a new user



**User Management**

Select Department: (All Departments) ▼

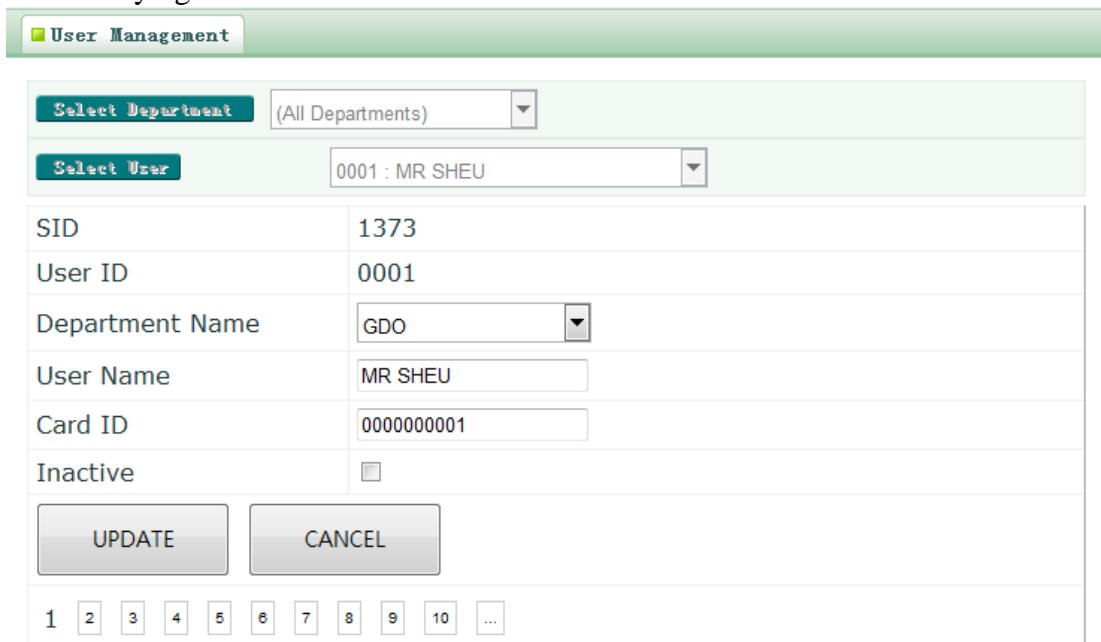
Select User: 0001 : MR SHEU ▼

User ID	<input type="text"/>
Department Name	PRO ▼
User Name	<input type="text"/>
Card ID	<input type="text"/>

INSERT CANCEL

**FIGURE**

- **User ID**  
For identifying *Users* in KATES. Duplicate *User ID* is not allowed. The maximum length of *User ID* is 12 characters
- **Card ID**  
This is the most important element that plays a key role in data exchange between terminals. Allowed *Card ID* range is from 0000000001 to 4294967295.
- **Modifying User**



**User Management**

Select Department: (All Departments) ▼

Select User: 0001 : MR SHEU ▼

SID	1373
User ID	0001
Department Name	GDO ▼
User Name	MR SHEU
Card ID	0000000001
Inactive	<input type="checkbox"/>

UPDATE CANCEL

1 2 3 4 5 6 7 8 9 10 ...

**FIGURE**

**Edit a User**

- **Inactive**  
The term *Inactive* in KATES means disabling the selected User.

## User List

User List

Select Department

(All Departments)

Query

Export to TXT

Export to XLS

Import From XLS

Import From TXT (comma-delimited)

Import From TXT (tab-delimited)

	UserID	UserName	DepartmentName	CardID	Email	PhoneMobile	InActive
Select	0001	MR SHEU	GDO	0000000001			<input type="checkbox"/>
Select	0002	N H THANH	GDO	0000000002			<input type="checkbox"/>
Select	0003	PHUONG THUY	GDO	0016027607			<input type="checkbox"/>
Select	0004	NV NGUYEN	PRO	0000000004			<input type="checkbox"/>
Select	0005	NM GIAN	PRO	0000000005			<input type="checkbox"/>
Select	0007	NT NAM	PRO	0000000007			<input type="checkbox"/>
Select	0008	DT MINH	PRO	0000000008			<input type="checkbox"/>
Select	0009	PV VIEN	PRO	0000000009			<input type="checkbox"/>
Select	0010	PV TAI	PRO	0000000010			<input type="checkbox"/>
Select	0011	PV LUYEN	PRO	0000000011			<input type="checkbox"/>
Select	0012	BM QUAN	PRO	0000000012			<input type="checkbox"/>
Select	0013	TX LONG	PRO	0000000013			<input type="checkbox"/>
Select	0014	NH HOA	PRO	0000000014			<input type="checkbox"/>
Select	0015	NX TIEP	PRO	0000000015			<input type="checkbox"/>
Select	0016	NTUAN TUNG	PRO	0000000016			<input type="checkbox"/>
Select	0017	TR NGOC AN	PRO	0000000017			<input type="checkbox"/>
Select	0018	TR QUOC HA	PRO	0000000018			<input type="checkbox"/>
Select	0019	NXUAN TUNG	PRO	0000000019			<input type="checkbox"/>
Select	0020	T KHANH TUNG	PRO	0000000020			<input type="checkbox"/>
Select	0021	N HANH TUAN	ADM	0000000021			<input type="checkbox"/>

Total:118

1 2 3 4 5 6

FIGURE The feature of *User List*

### ■ Export to TXT

Export all users from KATES to a TXT file.

```
UserID,UserName,DepartmentID,DepartmentName,CardID,ValidDate,AllowTimeS
tartHour,AllowTimeStartMinute,AllowTimeEndHour,AllowTimeEndMinute,Email
,PhoneMobile,InActive
0001,MR SHEU,1000,GDO,0000000001,991212,00,00,23,59,,,
0002,N H THANH,1000,GDO,0000000002,991212,00,00,23,59,,,
0003,PHUONG THUY,1000,GDO,0016027607,991212,00,00,23,59,,,
0004,NV NGUYEN,3000,PRO,0000000004,991212,00,00,23,59,,,
0006,NM GIAN,3000,PRO,0000000006,991212,00,00,23,59,,,
0007,NT NAM,3000,PRO,0000000007,991212,00,00,23,59,,,
0008,DT MINH,3000,PRO,0000000008,991212,00,00,23,59,,,
0009,PV VIEN,3000,PRO,0000000009,991212,00,00,23,59,,,
0010,PV TAI,3000,PRO,0000000010,991212,00,00,23,59,,,
0011,PV LUYEN,3000,PRO,0000000011,991212,00,00,23,59,,,
0012,BM QUAN,3000,PRO,0000000012,991212,00,00,23,59,,,
0013,TX LONG,3000,PRO,0000000013,991212,00,00,23,59,,,
0014,NH HOA,3000,PRO,0000000014,991212,00,00,23,59,,,
0015,NX TIEP,3000,PRO,0000000015,991212,00,00,23,59,,,
0016,NTUAN TUNG,3000,PRO,0000000016,991212,00,00,23,59,,,
0017,TR NGOC AN,3000,PRO,0000000017,991212,00,00,23,59,,,

```

FIGURE The example of exported file in TXT format.

## ■ Export to XLS

Export all *Users* from KATES to a XLS file(HTML format).

A1	UserID													
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	UserID	UserName	DepartmentID	DepartmentName	CredID	ValidDate	AllowTimeStartHour	AllowTimeStartMinute	AllowTimeEndHour	AllowTimeEndMinute	Email	PhoneMobile	InActive	
1	0001	MR SHEU	1000	ODO	0000000001	991212	00	00	23	59				
2	0002	N H THANH	1000	ODO	0000000002	991212	00	00	23	59				
3	0003	PHUONG THUY	1000	ODO	0016027807	991212	00	00	23	59				
4	0004	NV NGUYEN	3000	PRO	0000000004	991212	00	00	23	59				
5	0006	NM GIAN	3000	PRO	0000000006	991212	00	00	23	59				
6	0007	NT NAM	3000	PRO	0000000007	991212	00	00	23	59				
7	0008	DT MINH	3000	PRO	0000000008	991212	00	00	23	59				
8	0009	FV VIEN	3000	PRO	0000000009	991212	00	00	23	59				
9	0010	FV TAI	3000	PRO	0000000010	991212	00	00	23	59				
10	0011	FV LUYEN	3000	PRO	0000000011	991212	00	00	23	59				
11	0012	BM QUAN	3000	PRO	0000000012	991212	00	00	23	59				
12	0013	TX LONG	3000	PRO	0000000013	991212	00	00	23	59				
13	0014	NH HOA	3000	PRO	0000000014	991212	00	00	23	59				
14	0015	NX TIEP	3000	PRO	0000000015	991212	00	00	23	59				
15	0016	NTUAN TUNG	3000	PRO	0000000016	991212	00	00	23	59				
16	0017	TR NGOC AN	3000	PRO	0000000017	991212	00	00	23	59				
17	0018	TR QUOC HA	3000	PRO	0000000018	991212	00	00	23	59				
18	0019	NXUAN TUNG	3000	PRO	0000000019	991212	00	00	23	59				
19	0020	T KHANH TUNG	3000	PRO	0000000020	991212	00	00	23	59				
20	0021	N MANH TUAN	5000-1	ADM	0000000021	991212	08	00	17	00				
21	0022	H BICH LIEN	5000-1	ADM	0016051406	991231	00	00	23	59				
22	0023	HA TUAN	5000-1	ADM	0000000023	991212	00	00	23	59				
23	0024	DUONG Q DAT	5000-1	ADM	0000000024	991212	08	00	17	00				
24	0025	L THU THAO	5000-1	ADM	0000000025	991212	00	00	23	59				
25	0026	LT THUONG	5000-1	ADM	0000000026	991212	00	00	23	59				
26	0027	NT THAO	5000-1	ADM	0000000027	991212	00	00	23	59				
27	0028	TR T DAN	5000-1	ADM	0000000028	991212	00	00	23	59				

FIGURE The example of exported file in XLS (HTML) format.

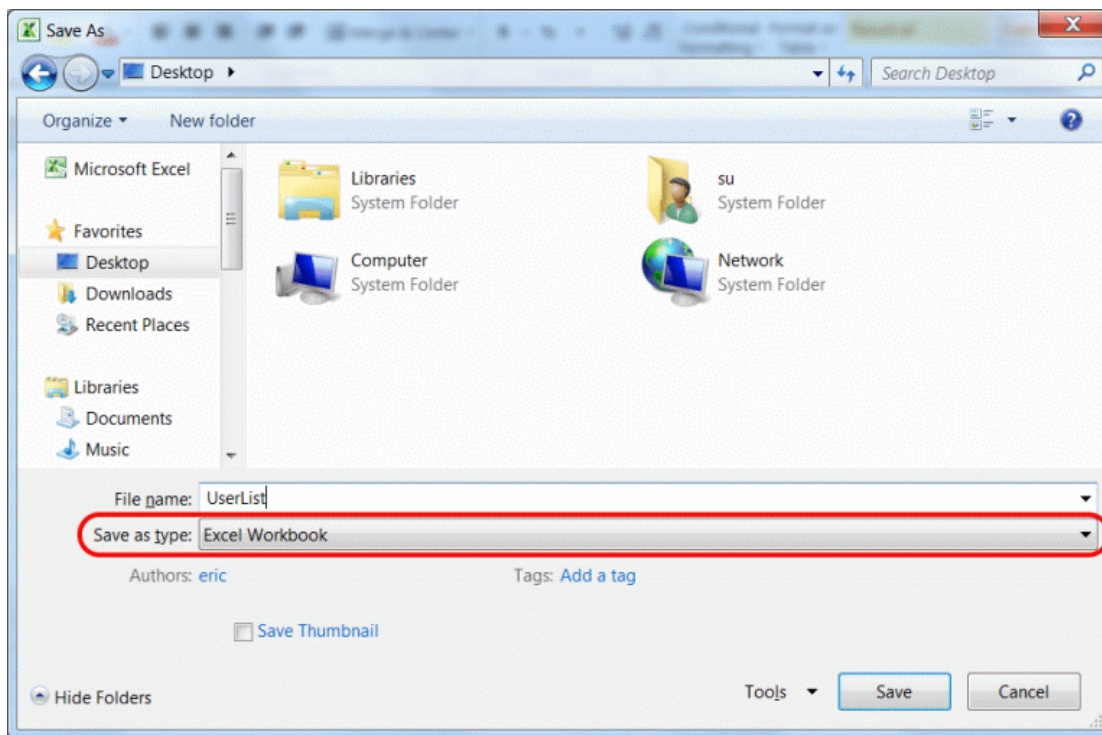


FIGURE The example of *Save As* from EXCEL



## Work Shift Management

First at all, KATES need to know the definition of work shift time, it includes *Start Time* and *End Time* of a *Work Shift*.

- Shift Code

For identifying a work shift in KATES system.

- Break Time

For setting time interval(in minute) of lunch break or tea break which KATES web system will deduct from attendance hours when calculating *Normal Time* in *Attendance Reports*.

- Default

For designating one of the appended work shifts as the default KATES web system. System will automatically assign the default work shift to all appended new Users.

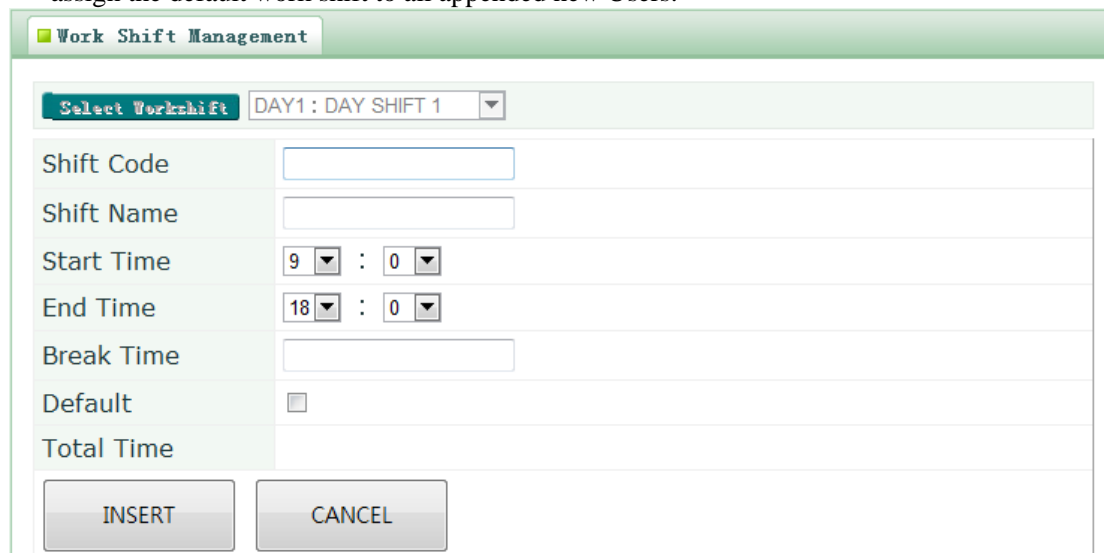


FIGURE The example of **ADD NEW** of Work Shift Management

## User Weekly Shift

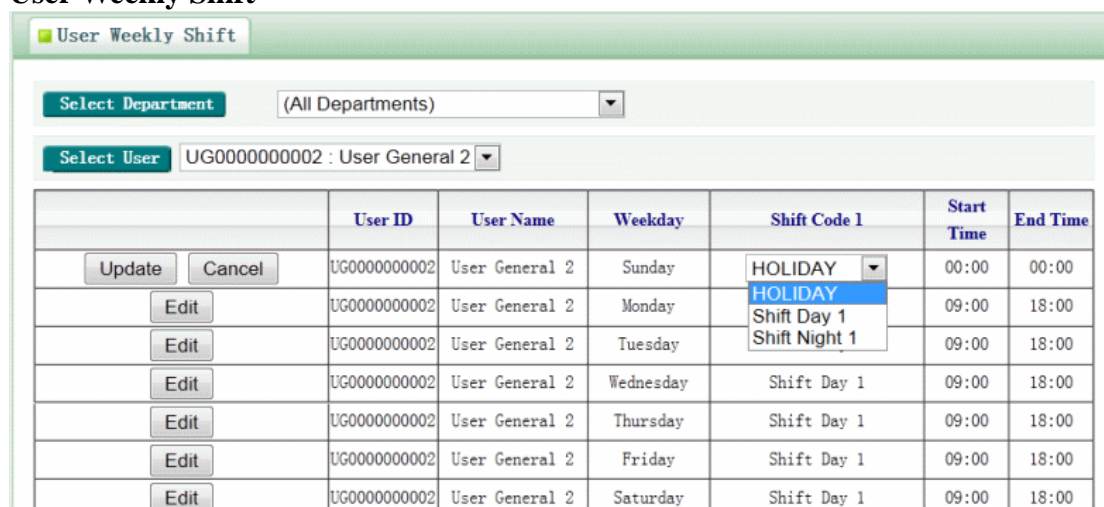


FIGURE The example of **User Weekly Shift**

## Import Shift Program in .XLS

If your enterprise requires each person to attend different shifts in different dates, you may go to [Administration] / [User Monthly Shift(multi-user)] to download a Monthly Shift Schedule form in XLS or HTML(**Max. 6 months**) and assign shifts(entering correspondent Shift Codes) for every person. Once completed, import the file back to



KATES database (both types of downloaded file are in Web format, and need to be save as real XLS before you import it back to KATES system!). Whenever you need to modify shift for a particular person in a particular date, you may enter [Administration] / [User Monthly Shift(single user)] to complete the job. Once you finish the settings, you may enter [Attendance] / [Attendance Report(Annual Rotation)] to generate required reports for the selected period.

Remark: You may also want to use different grid back-ground colors to highlight different shifts and attendance status in [User Monthly Shift(multi-user)] and the [Absence Report]. This can be fulfilled in [Attendance status Setting].

## Attendance

### Transaction(access/attendance logs)

Transactions Report

Home > Attendance > Transactions Report

Select Department

(All Departments)

Select User

(All Users)

InActive

☒ Only Active Transaction
☐ All
☐ Only Inactive Transaction

Filter

Date

~

Query

Transaction ID	User ID	User Name	Card ID	Transaction Time	Transaction Type	Job Code	Door	Slave Name
60	ERIC3	eric yuh 3	3000000000	5/8/2012 1:25:00 PM	0		Eric-PC	
59	ERIC3	eric yuh 3	3000000000	5/11/2012 11:59:00 AM	0		Eric-PC	
58	ERIC3	eric yuh 3	3000000000	5/11/2012 8:39:00 AM	0		Eric-PC	
57	ERIC3	eric yuh 3	3000000000	5/10/2012 12:05:00 PM	0		Eric-PC	
56	ERIC3	eric yuh 3	3000000000	5/10/2012 9:02:00 AM	0		Eric-PC	
55	ERIC3	eric yuh 3	3000000000	5/9/2012 6:25:00 PM	0		Eric-PC	
54	ERIC3	eric yuh 3	3000000000	5/9/2012 1:05:00 PM	0		Eric-PC	
53	ERIC3	eric yuh 3	3000000000	5/9/2012 11:59:00 AM	0		Eric-PC	
52	ERIC3	eric yuh 3	3000000000	5/9/2012 11:22:00 AM	0		Eric-PC	
51	ERIC3	eric yuh 3	3000000000	5/9/2012 10:33:00 AM	0		Eric-PC	
50	ERIC3	eric yuh 3	3000000000	5/9/2012 9:10:00 AM	0		Eric-PC	
49	ERIC3	eric yuh 3	3000000000	5/8/2012 6:22:00 PM	0		Eric-PC	
48	ERIC3	eric yuh 3	3000000000	5/8/2012 12:02:00 PM	0		Eric-PC	
47	ERIC3	eric yuh 3	3000000000	5/8/2012 8:30:00 AM	0		Eric-PC	
46	ERIC3	eric yuh 3	3000000000	5/7/2012 6:45:00 PM	0		Eric-PC	
45	ERIC3	eric yuh 3	3000000000	5/7/2012 12:49:00 PM	0		Eric-PC	
44	ERIC3	eric yuh 3	3000000000	5/7/2012 12:30:00 PM	0		Eric-PC	
43	ERIC3	eric yuh 3	3000000000	5/7/2012 8:40:00 AM	0		Eric-PC	
42	ERIC2	eric yuh 2shift	2000000000	5/8/2012 7:01:00 PM	0		Eric-PC	
41	ERIC2	eric yuh 2shift	2000000000	5/8/2012 1:05:00 PM	0		Eric-PC	

Counts:48

1 2 3

Export XLS

Export TXT

FIGURE The example of Transaction Report

## Transactions Add

Transactions Management

Card ID

0001 : MR SHEU

Transaction Time

2013/07/02 8:50

(YYYY/MM/DD HH:MM)

INSERT

July, 2013

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: July 1, 2013

FIGURE Example of Add Transaction

## Transactions Modify

- TranType**  
*TranType* is used for marking the type of an attendance record. KATES is able to calculate attendance reports sorted by TranTypes.
- Inactive**  
 The term *Inactive* here refers to disabling selected records.

Transactions Modify

Select Department

(All Departments)

Select User

(All Users)

Transactions Time

☐ By Week This Week
 ☐ By Month This Month
 ☐ By Date
 ☒ All Time

Query

	TranSID	UserID	CardID	Time	TranType	Note	InActive	Modify Time	Modify User	Original_TranDateTime
Update	8	ERIC	9000000001	4/2/2012 9:51:00 PM	0		<input type="checkbox"/>			4/2/2012 9:51:00 PM
Cancel										
Edit	9	ERIC	9000000001	4/3/2012 6:22:00 AM	0		<input type="checkbox"/>			4/3/2012 6:22:00 AM
Edit	10	ERIC	9000000001	4/3/2012 9:44:00 PM	0		<input type="checkbox"/>			4/3/2012 9:44:00 PM
Edit	11	ERIC	9000000001	4/4/2012 6:11:00 AM	0		<input checked="" type="checkbox"/>	2012/04/29 21:10	Administrator	4/4/2012 6:11:00 AM
Edit	13	ERIC	9000000001	4/4/2012 6:40:00 AM	0		<input type="checkbox"/>			4/4/2012 6:40:00 AM
Edit	12	ERIC	9000000001	4/4/2012 10:12:00 PM	0		<input type="checkbox"/>			4/4/2012 10:12:00 PM
Edit	17	ERIC	9000000001	4/5/2012 6:10:00 AM	0		<input type="checkbox"/>			4/5/2012 6:10:00 AM
Edit	16	ERIC	9000000001	4/5/2012 6:20:00 PM	0		<input checked="" type="checkbox"/>	2012/04/29 22:24	Administrator	4/5/2012 6:20:00 PM
Edit	14	ERIC	9000000001	4/5/2012 7:01:00 PM	0		<input type="checkbox"/>			4/5/2012 7:01:00 PM
Edit	15	ERIC	9000000001	4/6/2012 7:38:00 AM	0		<input type="checkbox"/>			4/6/2012 7:38:00 AM

1 2 3 4 5 6

FIGURE The example of Transaction Modify

## Attendance Report (Weekly Rotation)

- **Total**  
Once selected system will sum up the attendance hours of selected period of each user.
- **Detail**  
Once selected system will provide detailed attendance status by day.

Attendance Report (Weekly Rotation & Flex Shift) Home > Attendance > Attendance Report (Weekly Rotation)

Select Department (All Departments)

Select User (All Users)

Report Type: ☐ Total ☒ Detail

Job Code Display: ☐ Including Job Code (All Job Code)

Working Time On: ☐ By Week This Week ☐ By Month This Month ☐ By Date ~ ☐ All Time

Query Export to XLS

FIGURE The report option of **Attendance Report (Weekly Rotation)**

- **In**  
The first Clock-in of the day.
- **Out**  
The last Clock-out of the day.
- **Total**  
The time interval from *the first Clock-in to the last Clock-out*.
- **Late**  
Time of being late to work.
- **Early leave**  
The time of leaving early.
- **Normal**  
Total working hours in the assigned work shift.

## Flexible Shift work hour calculation

1. Attendance Report(Auto Match): system programs will judge automatically which is an IN record and which is an OUT record and calculate work hours of all attending periods. This report suits those who attends one or more flexible shifts a day.
2. Attendance Report(In/Out): system programs will calculate work hours of all attending periods according to records which are flagged(1 for IN and 2 for OUT). To fulfill this application your Kizone time clocks will need to be switched to Time Attendance Mode under which you may define each punching , as an IN or an OUT, through either the JOB button displayed on the Touch LCD permanently or the IN & OUT buttons which will only pop up after each punching. This report also suits those who attends one or more flexible shifts a day.

## Access Control

### Access Control Setting

If your access/time terminals are used for controlling doors other than time clocks, this function let you assign different access-allowed periods on different doors for different persons easily and quickly. All the settings will be synchronized to all the Slaves automatically. Steps are as follow:

- Select Users (who)
- Select Door (where)
- Allowed Time (when)

SID	User ID	User Name	Department Name	Card ID	Door Count
1392	0021	N MANH TUAN	ADM	0000000021	4
1393	0022	H BICH LIEN	ADM	0016051406	4
1394	0023	HA TUAN	ADM	0000000023	4
1395	0024	DUONG Q DAT	ADM	0000000024	4
1396	0025	L THU THAO	ADM	0000000025	4
1397	0026	LT THUONG	ADM	0000000026	4
1398	0027	NT THAO	ADM	0000000027	4
1399	0028	TR T DAN	ADM	0000000028	4
1400	0029	DAO T ANH	ADM	0000000029	4

FIGURE Step 1 (Select Users) on *Access Control Setting*

**MORE INFO** The column of *Door Count*

*Door Count*: Quantities of doors involved in the setting.

ID	IP (Public)	Slave Name	User Count
1	220.133.124.106	遠百工務所	118
3	334454	adasf	118
5	454545		118
6	erictesthost1.intddns.com	test1	118

FIGURE Step 2 (Select Door) on *Access Control Setting*

Access Control Setting

Select User

Select Door

Allowed Time

	Start	End	Total
<div>Select</div>	00:00	00:00	0:00
<div>Select</div>	00:00	23:59	23:59
<div>Select</div>	07:30	17:00	9:30
<div>Select</div>	08:00	17:00	9:00

Allow Time

Hour

Minute

Start

00

00

End

00

00

Insert / Update

FIGURE Step 3 (Allowed Time) on *Access Control Setting*

## Access Control (advanced) **Under development!**

### ■ Holiday Setting

Access Control (advanced) supports setting and defining Holidays in the year.

Holiday Setting

Add new or modify holiday

HoliMonth

1

HoliDay

1

Description

EDIT

ADD NEW

DELETE

1

2

3

Holiday list

<input checked="" type="checkbox"/>	Holiday ID	Month	Day	Descripton		
<input checked="" type="checkbox"/>	0	1	1		<div>Delete</div>	<div>Select</div>
<input checked="" type="checkbox"/>	66	3	5		<div>Delete</div>	<div>Select</div>
<input checked="" type="checkbox"/>	371	12	31		<div>Delete</div>	<div>Select</div>

FIGURE *Holiday Setting*

### ■ Access Control Setting

First you have to add as many *TimeSet* as required. System provides two default *TimeSets* as below:

- NO passing  
00:00 ~ 00:00

- 24 Hour Passing  
00:00 ~ 23:59

Access Control Setting

Time Set
Select User
Select Door
TimeFrame and UserGroup

Add new or modify TimeSet

Start Time
End Time
Description

Insert

Time Set

TimeSetID	StartEndHourMinString	Description	TimeModifyLast	Delete
0	00:00~00:00	NO Passing		
31	00:00~23:59	24Hour Passing		
1	08:00~17:00		2013/06/25 17:24	✗
2	18:30~21:30		2013/06/25 17:24	✗
3	23:00~23:59		2013/06/25 17:25	✗

Set the default TimeSet on each TimeFrame

Default1
Default2
Default3
Default4

Not Specify
Not Specify
Not Specify
Not Specify

UPDATE

FIGURE Step 1 (Time Set) on Access Control Setting (advanced)

## MORE INFO

Assign a TimeSet to each TimeFrame

Example:

Day	TimeFrame1	TimeFrame2	TimeFrame3	TimeFrame4
Sun	00:00 ~ 00:00			
Mon	08:00 ~ 12:00	13:00 ~ 15:00		
Tue	08:00 ~ 12:00	13:00 ~ 15:00	16:00 ~ 19:00	
Wed	08:00 ~ 12:00	13:00 ~ 15:00	16:00 ~ 19:00	21:00 ~ 23:59
Thu	08:00 ~ 12:00			
Fri	00:00 ~ 23:59			
Sat	00:00 ~ 00:00			

Assigning TimeSet for each day of the week could be time-consuming. You may want system to load the default for the first time use. And you always can make changes on the system afterwards.

Set the default TimeSet on each TimeFrame

Default1	08:00~12:00 ▼
Default2	13:00~15:00 ▼
Default3	16:00~19:00 ▼
Default4	21:00~23:59 ▼

UPDATE

■ Access Control Setting

Time Set
Select User
Select Door
TimeFrame and UserGroup

Select Department

5000-1 : ADM ▼

Holiday Setting

☐ Enable Holiday Setting for selected users  
 If it's enabled, the [ Holiday Setting ] has high priority in the Access Control System

✓	SID	User ID	User Name	Department Name	Card ID	Door Count
✓	1392	0021	N MANH TUAN	ADM	0000000021	4
✓	1393	0022	H BICH LIEN	ADM	0016051406	4
✓	1394	0023	HA TUAN	ADM	0000000023	4
✓	1395	0024	DUONG Q DAT	ADM	0000000024	4
✓	1396	0025	L THU THAO	ADM	0000000025	4
✓	1397	0026	LT THUONG	ADM	0000000026	4
✓	1398	0027	NT THAO	ADM	0000000027	4
✓	1399	0028	TR T DAN	ADM	0000000028	4
✓	1400	0029	DAO T ANH	ADM	0000000029	4

**FIGURE** Step 2 (Select User) on *Access Control Setting (advanced)*

■ Access Control Setting

Time Set
Select User
Select Door
TimeFrame and UserGroup

Select Slave Category

(All SlaveCategory) ▼

✓	ID	IP (Public)	Slave Name	User Count
✓	1	220.133.124.106	遠百工務所	118
✓	3	334454	adasf	118
✓	5	454545		118
✓	6	erictesthost1.intddns.com	test1	118

**FIGURE** Step 3 (Select Door) on *Access Control Setting (advanced)*

Once you completed the setting of a week you may save it as a template(UserGroup) and add a description for identification purpose.

Access Control Setting

Time Set

Select User

Select Door

TimeFrame and UserGroup

	TimeFrame 1	TimeFrame 2	TimeFrame 3	TimeFrame 4
<input checked="" type="checkbox"/> Sun	08:00~12:00	00:00~00:00	00:00~00:00	00:00~00:00
<input checked="" type="checkbox"/> Mon	08:00~12:00	13:00~15:00	00:00~00:00	00:00~00:00
<input checked="" type="checkbox"/> Tue	08:00~12:00	13:00~15:00	16:00~19:00	00:00~00:00
<input checked="" type="checkbox"/> Wed	08:00~12:00	13:00~15:00	16:00~19:00	21:00~23:59
<input checked="" type="checkbox"/> Thu	08:00~12:00	00:00~00:00	00:00~00:00	00:00~00:00
<input checked="" type="checkbox"/> Fri	00:00~23:59	00:00~00:00	00:00~00:00	00:00~00:00
<input checked="" type="checkbox"/> Sat	00:00~00:00	00:00~00:00	00:00~00:00	00:00~00:00

Description

Load UserGroup

Save and Update

**FIGURE** Step 4 (TimeFrame and UserGroup) on *Access Control Setting (advanced)*



## System

### Change Password

For changing login password of the system administrator.

Change Password	
User ID	ADMIN
User Name	Administrator
Current password	<input type="password"/>
New password	<input type="password"/>
Retype Password	<input type="password"/>
<input type="button" value="UPDATE"/> <input type="button" value="CANCEL"/>	

FIGURE The example of **Change Password**

### Supervisor Management

When the account *ADMIN* has the highest authority in KATES, you are allowed to set several *SUPERVISORS* who own all the rights that the Administrator has but those in the *Server Setting*.

Supervisor Management	
User ID	<input type="text" value="S00000000001"/>
User Name	<input type="text" value="Supervisor1"/>
User Password	<input type="password" value="...."/>
Retype Password	<input type="password" value="...."/>
Email	<input type="text"/>
Mobile Phone	<input type="text"/>
Note	<input type="text"/>
<input type="button" value="INSERT"/> <input type="button" value="CANCEL"/>	

FIGURE The example of **Change Password**

### Supervisor Password Reset

The *ADMIN* has the password reset right to all *SUPERVISORS* and *USER* of KATES.

Supervisor Password Reset

Select User

9001 : TEST

User ID	9001
User Name	TEST
User Password	
Retype Password	

UPDATE

CANCEL

FIGURE The example of **Supervisor Password Reset**

## User Password Reset

Both *ADMIN* and *SUPERVISOR* have the password reset right to all *USER*.

Password Reset

Select Department

(All Departments)

Select User

0001 : MR SHEU

User ID	0001
User Name	MR SHEU
User Password	
Retype Password	

UPDATE

CANCEL

FIGURE The example of **User Password Reset**

## Server Setting

### Database Backup and Restore

We strongly recommend regular backup KATES database. The feature of **Database Maintenance** provides a simple way to backup KATES database manually.

Database Maintain

Version	1.272
Database Size	28 (MB)
Database Backup	<div>Backup and Download</div>
Restore File	<div></div> <div>瀏覽...</div>
Database Restore	<div>Upload and Restore</div>

FIGURE The feature of **Database Maintenance**

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**MORE INFO** Backup database automatically

If you want to schedule a database backup, it can accomplish by following utility:

- **Windows Backup**

The **Backup and Restore** is a popular utility in Windows Vista, Windows 7 and Windows Server 2008.

Please note that the utility of **Backup and Restore** will require the backup storage such as 2<sup>nd</sup> internal HDD, external HDD or USB storage. It will reject the backup setting if there is only have 1 HDD in your computer.

[\(Backup and Restore on Windows 7\)](#)

- **Maintenance Plan on SQL Server**

It's including the feature of **Maintenance Plan** in the SQL Server Standard edition or above (not included in SQL Server Express edition).

This is a best way to schedule the database backup.

[\(Setting up a Maintenance Plan to Backup Databases\)](#)

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### **What to do if any of your Slave terminals gets malfunction?**

In case of any of the existing Slaves getting faulty or damaged, replace it with a new terminal of same IP address. And then go back to KATES system, enter [Slave Host Setting], select the Slave that you just replaced, click "Edit", tick "Reset to default", click "Update". This action can clear the selected Slave and download all users and fingerprints kept in the KATES database.

### **Data Transfer from Terminal to KATES**

If you are now using terminal built-in software only and you would like to change to use KATES as the central management system for higher efficiency and stability, please follow below steps to complete it:

1. Install KATES on the selected computer(PC). Once completed, turn off DataSync.exe first.
2. Enter your time/access terminal's built-in web and export UserList.xls from [User] to the computer and save(change) it again choosing Microsoft Office Excel format.
3. Enter KATES web/ [User List] and import the UserList.xls that you completed in step 2. After that, check both [User] & [User List] and make sure all users have been properly imported.
4. Enter KATES web/[Slave Host Setting] to add this access/time terminal in as a Slave terminal.
5. Activate DataSync.exe located at C:\Program Files\Data Synchro\. Once activated, software will start reading all Transaction records & the already enrolled fingerprints files into KATES database. You may monitor the reading progress on the DataSync.exe screen.
6. Once the reading in step 5 finishes, go back to KATES web/[User] to make sure fingerprints of each user have been successfully imported(with Delete FP1 or Delete FP2 highlighted).
7. Access into the previous Master terminal's built-in web/[Slave Host Setting] to disable all the Master-Slave relations.
8. Go back to KATES web/[Slave Host Setting] to append all the other Slaves(Slave 2, 3, 4, 5.....). And finally run [Edit]→Tick [Is enabled] & [Reset to default]→Update to all the Slaves. This action will make the KATES PC re-synchronize all the connected Slaves with Users & Fingerprints again to ensure everything working correctly after.
9. Completed!